

Policy

WEM will use Ground Fault Circuit Interrupters (GFCI) on all jobsites when possible. When GFCI equipment is infeasible, the Assured Equipment Grounding Conductor Program (AEGCP) with the following guidelines, procedures, engineering controls, and work practices will be enforced to eliminate injuries from malfunctions, improper grounding and defective electrical tools and systems.

Responsibilities

The HSE Manager is the Competent Person in charge of the AEGCP.

Training

The HSE Manager will provide training to ensure that the grounding requirements, purpose, function, and proper use of tools to be used in the normal function of their jobs is understood by employees and that the knowledge and skills required for the safe application, and usage is acquired by employees.

Procedures

A written description of this program, are available on the jobsite for inspection or copying by OSHA and any affected employee from The HSE Manager upon request.

This AEGCP applies to all WEM sites, covering all cord sets and receptacles that are not part of the building or structure, and equipment connected by cord and plug which are available for use or used by employees.

WEM will not provide or allow employees to use equipment that does not meet the AEGCP requirements.

Installation

Equipment grounding conductors shall be installed as follows:

All 120-volt, single-phase, 15- and 20-ampere receptacles shall be of the grounding type and their contacts shall be grounded by connection to the equipment-grounding conductor of the circuit supplying the receptacles in accordance with the applicable requirements of the National Electrical Code.

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All 120-volt cord sets (extension cords) shall have an equipment-grounding conductor that shall be connected to the grounding contacts of the connector on each end of the cord.

The exposed noncurrent-carrying metal parts of 120 volt cord and plug connected tools and equipment that are likely to become energized shall be grounded in accordance with the applicable requirements of the National Electrical Code.

Inspections and Tests

Each day, before use, employees are required to visually inspect each extension cord, or other device, and any equipment connected by cord and plug, for external defects, such as deformed or missing pins or insulation damage, and for signs of possible internal damage. Cord sets, devices, and receptacles that are fixed and not exposed to damage are exempt from this inspection. Employees are prohibited from using damaged or defective equipment. Any equipment found to be damaged or defective will be immediately tagged “DO NOT USE” and removed from service.

Inspections and tests performed as required by this program will be recorded as to the identity of each receptacle, cord set, and cord and plug connected equipment that passed the test and will indicate the last date tested or interval for which it was tested. This record will be kept by means of logs, color-coding, or other effective means and will be maintained until replaced by a more current record. These records will be made available at the jobsite for inspection by OSHA and any affected employees.

Testing Schedule

All required tests must be performed by a competent person:

- Before first use
- Before equipment is returned to service following any repairs
- Before equipment is used after any incident which can be reasonably suspected to have caused damage (for example, when a cord set is run over)
- At intervals not to exceed 3 months, except that cord sets and receptacles which are fixed and not exposed to damage shall be tested at intervals not exceeding six months

Test Records

- A log will be kept on the job-site of all tests performed. These records will be kept until replaced by a newer record. The log will include:
 - Pass/Fail record of each receptacle, cord set, and cord- and plug-connected equipment that was tested
 - Date of testing or test intervals

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- The equipment will be marked with the test date or a color-coded tape will delineate the most recent test, for example:
 - WINTER – White
 - SPRING – Green
 - SUMMER – Red
 - FALL – Orange

Training Record

Trainer	
Signature	
Date	

Content of Training

Attendees (please print)
